

## **Fleet Assistant (Part-time / EWA)**

The Employees Welfare Association (EWA) of the U.S. Embassy Tokyo is seeking an individual for the position of Fleet Assistant.

**POSITION:** Fleet Assistant, Employees Welfare Association (EWA)  
**OPENING DATE:** March 13, 2015  
**CLOSING DATE:** Until Filled  
**OPEN TO:** All qualified applicants  
**WORK HOURS:** As needed  
**SALARY:** Up to 2,000 yen/hr

**PLEASE NOTE:**

1. Only candidates selected for an interview will be contacted.
2. EWA will not sponsor work visas in Japan. Candidates must have the required residency permits to be eligible for consideration.
3. This position is not a U.S. Federal Government position.
4. Proof of citizenship and work eligible visa will be checked.

**EWA IS SEEKING:**

A licensed driver to work under the Fleet Manager providing support to operate a school bus program, community tours, and overall EWA support including loading and unloading different types of cargo. Must be in good physical condition, a good driving record, and able to obtain/ maintain currency of all licenses required to perform duties assigned.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Completion of secondary school education is required
2. Prior Work Experience: Two years experience driving buses and large vehicles required
3. Language Proficiency: Good working knowledge of Japanese and/or English
4. Knowledge: Basic familiarization of the Tokyo area preferred
5. Skills and Abilities: Current Japan issued driver license with authorization to operate a vehicle carrying up to 19 passengers required; up to 30 passengers preferred.

**ADDITIONAL SELECTION CRITERIA:**

1. When equally qualified, Eligible Family Members (EFM) will be given preference.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

**APPLICATIONS MUST INCLUDE:**

1. Download EWA application at: [www.ewatokyo.wordpress.com](http://www.ewatokyo.wordpress.com) or send request for application ONLY to [ewaofficemanager@gmail.com](mailto:ewaofficemanager@gmail.com)
2. Cover letter for job applying for.
3. Any other documentation (e.g. test scores, certificates, awards, copies of degrees earned) that address the qualification requirements.

**SUBMIT APPLICATION TO:**

Employees Welfare Association  
10-5, Akasaka 1-Chome  
Minato-ku, Tokyo 107-8420